



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER II (SUPERVISORY)

\$5,576 - \$6,727

HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO

RESPONSIBILITIES:

Under the general direction of the Human Resources Division Chief, CEA 2, the incumbent is the Assistant Personnel Officer for the Department and is responsible for directing the activities of the Classification and Pay Unit, Personnel Transactions Unit, Technical Resources Unit, and the Human Resources Support Unit. Develops and implements process improvements; establishes operational procedures; acts as technical expert and advisor on complex human resources issues to the Department's Executive staff and other managers and employees; provides oversight and direction on the development of adverse action packages; represents the Department at meetings, hearings, and ad hoc groups; and acts as the Division or Department project manager on various initiatives and/or projects.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience in human resources functions, preferably including experience in *Classification and Pay*.
- Ability to oversee the development, implementation, and administration of the Department's various human resources functions.
- Demonstrated experience in analyzing complex personnel problems and providing comprehensive recommendations.
- Effective presentation and communication skills, both verbal and written.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager II level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Staff Services Manager II #413-191-4801-001" on the State application.** For additional information, please call (916) 492-3351 or e-mail brownt@insurance.ca.gov.

FINAL FILING DATE: June 21, 2012

NOTE: Interested individuals must submit their application by the final filing date in order to ensure consideration for this position.

06/11/12tb

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
